



**Policy:** 4410  
**Procedure:** 4410.05  
**Chapter:** Education  
**Rule:** Education Program Master Schedule

**Effective:** 07/30/08  
**Replaces:** 4410.05  
**Dated:** 10/10/1997

**Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) secure facility education programs have a daily master schedule denoting times for class periods, locations of classes, subject names of classes, and teacher assignments to classes.

**Rules:**

1. The **EDUCATION PRINCIPAL** shall ensure:
  - a. The master schedule reflects the eight hour workday or an approved alternate schedule required of state employees and includes a daily planning/conference period for each teacher;
  - b. Class beginning times, class ending times, and meal periods are included in the master schedule;
  - c. A completed copy of the master schedule is submitted to the Education Superintendent prior to July 1 of each fiscal year; and
  - d. Any change to the master schedule is submitted to the Education Superintendent for approval prior to being implemented.

**Signature Date**

4/14/08

**Approved by Process Owner**

Dr. Patrick Jeske, Ph.D., Education Superintendent

**Effective Date**

7/30/08

**Approved by**

Michael D. Branham, Director